

2017 Congressional and Media Intern

The U.S.-China Economic & Security Review Commission (Commission) is seeking applicants for an internship in Congressional and media affairs. Interns will be exposed to a broad spectrum of work, including monitoring developments relevant to the Commission's advisory work on the Hill; assisting with preparing Commission hearing and report outreach; congressional and digital outreach, and hands on experience working with congressional staff and members of the press.

This position must earn academic credit. Start and end dates are variable based on the Commission's needs. The Commission is dedicated to maintaining a diverse workforce with a wide variety of backgrounds and expertise.

ABOUT THE COMMISSION:

The U.S.-China Economic and Security Review Commission was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

DUTIES AND RESPONSIBILITIES:

1. Research, monitor, and help develop press lists, media opportunities, and op-eds.
2. Work with the Congressional Liaison to maintain key relationships on Capitol Hill through advisory meetings, social media, and targeting of Commission content to relevant offices.
3. Help prepare specific content for Hill office meetings by researching the Member and their district.
4. Help write talking points, social media, and briefing books surrounding the Annual Report
5. Monitor legislative developments and breaking news that affects the Commission's work.
6. Attend seminars, meetings, and events on behalf of the Commission, and write memorandum to Commissioners and staff members.

REQUIREMENTS AND QUALIFICATIONS:

1. Must be a U.S. citizen, or have applied for U.S. citizenship and naturalization.
2. Must be a current undergraduate senior, graduate-level student, or a graduate of an accredited Master's or J.D. program.
3. Must have a minimum cumulative GPA of 3.0 (on a 4.0 scale) at the current or last institution attended.
4. Must have coursework in government, foreign affairs, public affairs, or political science and a working knowledge of issues pertaining to the U.S.-China relationship.

5. Must be proficient in Microsoft Office.

- a. Knowledge of graphic design, website management, and Adobe InDesign are a plus.

Interns are expected to work close to a full-time schedule with little supervision on substantive long term assignments and projects. Strong research and communications skills – writing and oral – are essential.

APPLICATION PERIODS

Applications are accepted throughout the year.

HOW TO APPLY

A complete application package containing **ALL** required documents, as described below, must be sent via email to Opportunities@uscc.gov. **Please send all documents in PDF format.** Incomplete packages will not be considered.

Your application package must include a:

1) COVER LETTER:

In the cover letter please list the following in bullet format:

- a. Your basic contact information
 - i. Email address
 - ii. Most convenient phone number
 - iii. Permanent address
- b. Availability
 - i. Include tentative work schedule & hours per week
- c. Brief statement outlining your interest in the Commission and our Congressional and Media Internship.
- d. Brief statement addressing your relevant skills and coursework as it relates to the stated duties and responsibilities.
- e. This position must be **for-credit** with your academic institution. Please answer the following:
 - i. Name of the program, or class, and the affiliated academic institution
 - ii. Contact information for a program administrator
 - iii. Start/End dates of registration
 - iv. Any other applicable information
- f. Provide concise, point-by-point responses to the following questions:
 - i. Are you a United States citizen, or have you applied for U.S. citizenship and naturalization? When applying, include: (a) date of citizenship if naturalized; and (b) if you have or have ever had a Federal security clearance identify the level and dates held.

- ii. Are you proficient with using Microsoft Office Suite software applications?
- iii. How did you hear about this position?

2) PROFESSIONAL RESUME:

- a. Be sure to include all applicable work history, educational achievements, completed coursework, special honors/awards, and anything else that you feel will help in our evaluation.

3) TWO SHORT WRITING SAMPLES

4) LIST OF TWO-THREE ACADEMIC OR PROFESSIONAL REFERENCES

5) COPY OF ACADEMIC TRANSCRIPTS:

- a. Unofficial academic transcripts are acceptable. Please include the academic transcript from your current institution, or, for recent graduates, the transcript from the school last attended.

WHAT TO EXPECT AFTER APPLYING:

After submission, you will receive an e-mail confirming receipt of your application materials. You will be contacted via phone and/or email if we wish to schedule a telephone interview. Final interviews may be conducted by the Executive Director.